

***NATIONAL WEATHER SERVICE INSTRUCTION 1-701
SEPTEMBER 29, 2003***

***Administration and Management
Administrative Controls, NWSPD 1-7***

***NWS TELEWORK PROGRAM AND
IMPLEMENTATION PLAN/ FLEXIPLACE PILOT PROGRAM***

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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SUMMARY OF REVISIONS:

<u>Signed by</u>	<u>9/15/03</u>
I.T. David	Date
Chief, Financial Officer/Chief Administrative Officer	

<u>Table of Contents</u>	<u>Page</u>
1. Telework Program and Implementation Plan	2
2. Flexiplace Pilot Program	2
3. Flexiplace Pilot Program Development/Procedures	2
3.1 <u>Flexiplace Pilot Program Development Plan</u>	2
3.2 <u>Transmittal Memorandum</u>	2
3.3 <u>Clearances</u>	2
3.4 <u>Assembly of Package for Senior Management Approval</u>	3
4. Flexiplace Pilot Program Extension	3
5. Effect on other instructions	3
1.0 <u>Telework Program and Implementation Plan</u>	

The National Weather Service (NWS) developed its Telework Program and Implementation Plan in accordance with the Department of Commerce Telework Program and NOAA's draft Telework Policy. Until NOAA's Telework Policy is put into effect, the NWS Telework Program and Implementation Plan is pending.

In the interim, NWS headquarters and field offices may participate in flexiplace pilot programs under existing NOAA authority as discussed in 2.0.

2.0 Flexiplace Pilot Program

DOC and NOAA Supplemental Flexiplace Pilot Program guidelines are available at <http://www.rdc.noaa.gov/~hrmo/pay.htm>

3.0 Flexiplace Pilot Program Development/Procedures. A flexiplace program and basic plan can be developed using the following two types of documents. Templates for these can be found on the NWS Employee Resources and Best Practices web site.

3.1 Flexiplace Pilot Program Development Plan.

3.2 Transmittal Memorandum.

3.3 Clearances. The Flexiplace Pilot Program document is cleared by appropriate General Counsel (GC), Human Resources (HR), and NWSEO representatives, Management and Organization Division Telework/Flexiplace Program Manager, and then approved by the NWS Deputy Assistant Administrator.

3.4 Assembly of Package for Senior Management Approval. Refer to Chapter 7. Assembly of the Correspondence Package in the NWS Correspondence Handbook, NWSM 1-801, April 2003, at the NWS Directives web site.

4.0 Flexiplace Pilot Program Extension. Offices participating in a Flexiplace Pilot Program, proposing to extend, must conduct an evaluation of their program (as required in the pilot program guidelines) to determine if the pilot was successful. A memorandum outlining the results and requesting the extension is then submitted to the NWS Deputy Assistant Administrator for approval.

5.0 Effect on other instructions.

The NWS Flexiplace Pilot Programs will be rescinded 90 days after the effective date of the NWS-wide Telework Program and Implementation Plan.